

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **00C0288685**
POSITION NO: **236184**
POSITION TITLE: _____

DATE POSTED: **05/12/14**
CLOSING DATE: **05/23/14**

DEPARTMENT NAME / WORKSITE: **Office of the Controller/Payroll Section**
WORK DAYS: **Monday - Friday** REGULAR FULL TIME: ☒ GRADE/STEP: **Y61A**
WORK HOURS: **8am-5pm** PART TIME: ☐ NO. OF HRS./WK.: _____ \$ **30,264.00** PER ANNUM
SEASONAL: ☐ DURATION : _____ \$ **14.55** PER HOUR
TEMPORARY: ☐ _____

DUTIES AND RESPONSIBILITIES:

Produce, review, identify, research, verify, file, reconcile, analyze and process payroll reports (timesheets, overtime forms, back-pay requests, payroll deductions, payroll edits, payroll checks/advice, wage verifications and payroll reports). Enter data with minimum errors. Correct, adjust, find source of error. Resolve any discrepancy. Achieve and ensure work assignments for 100% accuracy. Able to perform assignments on a daily basis. Provide assistance, furnish training materials, support staff basic training and provide technical assistance of the HRIS Payroll module. Perform the five steps payroll processing. Resolve any discrepancies within any of the five steps. Contact the appropriate personnel/Consultant/Oracle to resolving the issue. Able to reconcile and verify the payroll totals and follow federal and state laws/guidelines. Ensure all applicable payroll taxes, fringe benefits and deductions are accurately processed. Write and update the procedures scripts and design books of the Human Resource Payroll module. Provide technical assistance in the HRIS payroll module. Understand & follow oral and written instruction. Able to write correspondence. Perform the reconciliation of the Payroll totals, detect any errors, ensure all require taxes are deducted on a biweekly basis. Process void checks and make adjustment to payroll and process payments /refunds. Prepare accurate wage verifications for requestor and respond timely. Process the Interim Payroll process. Train the staff assigned to process the interim payroll by providing written instruction and procedure. Report and pay interim payroll taxes via electronic transfer. Reconcile, review and analyze payroll deductions to ensure payroll deduction are error free. Ensure mailing of checks/deduction listing and payment are done on a biweekly basis. Other assignments/research assigned by the Manager/Supervisor. Delegated on behalf of the Payroll Supervisor/co-worker. Submit statistical reports. Able to reconcile/analyze year end W-2s process. Provide assistance to the Supervisor/Manager. Attend meetings; conduct presentation/training/workshop to staff and programs. Create/design/revise payroll forms. Submit periodic monthly report. Assignments are designate in order to meet the objective of the mission statement of OOC. Assigned as the Power User for the Payroll Office to perform testing and resolve issues in regards to the payroll process on the Edwards Enterprise One 9.0.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED, supplemented by college courses in bookkeeping or accounting; and five (5) years of responsible payroll, bookkeeping and accounting experience.

Preferred Qualifications:

- College courses in Accounting, Business Administration or closely related field.
- Associates degree in Accounting, Business Administration or closely related field.
- Proficient in Microsoft Office software or other computer applications.

Special Requirements:

- A favorable background investigation.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of payroll principles, practices, regulations and procedures.
Knowledge of federal and state employment tax laws.
Knowledge of bookkeeping practices and principles.
Knowledge of public relations/customer service principles, practices and techniques.
Skill in preparing and maintaining accurate payroll records, reports and files.
Skill in understanding and following oral and written directions.
Skill in utilizing computer databases to research, maintain and update payroll records and files.
Skill in establishing cooperative work relationships with those contacted in the course of work.

A favorable background investigation is required.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.